



**SHORT-TERM VACATION RENTAL (STVR) RENTAL AGENT CHANGE FORM &
AGENT WRITTEN CERTIFICATION**

SUBMIT RENTAL AGENT CHANGE FORM TO:

MAIL: Planning & Urban Design, P.O. Box 1027, Savannah, GA 31402
In Person: Development Services, 5515 Abercorn Street

In accordance with the Short Term Vacation Rental Ordinance, Chapter 11, it is a property owner's responsibility to report rental agent changes within five (5) business days. This form is only used when agent changes occur prior to a property owner's next renewal period. *Only one STVR agent may be in place at any given time.* Please complete this form and submit the requested documentation:

- 1) **Property owners as their own rental agent or a designated rental agent must include a copy of a STVR Exemplar Rental Agreement with this change form. A STVR Exemplar Rental Agreement must be executed between the property owner/rental agent and occupant(s).** Property owner(s) and/or rental agent can use a standard STVR Exemplar Written Agreement (sample attached) or must submit a copy of a similar STVR Exemplar Rental Agreement that must be used for STVR operations.
- 2) **Please attach copy of your Business Tax Certificate (BTC) issued from the City's Revenue Department. If you do NOT have a BTC, check box below and we will contact you with further instructions.**

☐ **I do NOT have a business tax certificate**

Address of STVR Property: _____ SVR #: _____

Name of STVR Property Owner: _____

Property Owner Phone: _____ Email: _____

Rental Agent Name: _____ Rental Agent Company: _____

Rental Agent Address: _____

Rental Agent 24-hour phone: _____ Email: _____

I, (Rental Agent) _____ representing (Property Owner), _____ am charged with the following duties and responsibilities for maintaining good relations between guests residing in the above-named STVR property and the City of Savannah. As the short-term vacation rental agent, I will:

1. Be reasonably available to handle any problems arising from use of the short-term vacation rental unit;
2. Appear on the premises of any short-term vacation rental unit within two hours following notification from the City of issues related to the use or occupancy of the premises. This includes, but is not limited to, notification that occupants of the STVR unit have created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of the City of Savannah Code of Ordinances or other applicable law pertaining to noise, disorderly conduct, overcrowding, and consumption of alcohol or use of illegal drugs. Failure of the agent to timely appear to two or more complaints regarding violations may be grounds for penalties as set forth in this Chapter. This is not intended to impose a duty to act as a peace officer or otherwise require the agent to place himself or herself in a perilous situation;
3. Receive and accept service of any notice of violation related to the use or occupancy of the premises; and
4. Monitor the short-term vacation rental unit for compliance with Part 8, Chapter 11 entitled Short-Term Vacation Rental of the City Ordinance.

We, property owner/rental agent verify that we are natural person(s) and over the age of 18 years old. We also acknowledge Part 8, Chapter 11, of City Code, have reviewed it, understand its requirements, and will comply with its regulations.

We hereby certify that we have answered all the questions contained herein and know the same to be true and correct. Further, we understand that any Planning & Urban Design approval issued, based upon false information or misrepresentation provided by either of us, will be null and void and subject to penalty as provided by law and ordinances.

PROPERTY OWNER AND RENTAL AGENT ACKNOWLEDGEMENT

- ☐ Acknowledge Part 8, Chapter 11, Sec 8-10012 entitled *Short-Term Vacation Rental Certificate*, have reviewed it, understanding its requirements, and will comply with the regulations contained within this Section;
- ☐ Agree to use best efforts to assure that use of the premises by STVR occupants will not disrupt the neighborhood and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;
- ☐ Certify confirmation and answered all the questions contained herein and know the same to be true and correct. Further, understand that any Planning & Urban Design approval issued, based upon false information or misrepresentation provided by the property owner and/or rental agent, will be null and void and subject to penalty as provided by law and ordinances;
- ☐ It is the responsibility of every business owner or operator to make certain that the type or nature of business activity being conducted at any location in the City of Savannah is permitted by and conforms to the Zoning Ordinance and Building Regulations of the City before signing a lease/contract and before operating the business;
- ☐ Understand that all construction work will require a permit prior to commencing construction, which includes alterations, modifications, renovations, remodeling, signage, etc. Working without a permit will result in a minimum penalty of \$500; and
- ☐ Authorize the City of Savannah to verify information provided in the application.

Signature of Property Owner

Date

Property Owner Print Name

Signature of Rental Agent

Date

Rental Agent Print Name

SHORT-TERM VACATION RENTAL (STVR) EXEMPLAR RENTAL AGREEMENT

Welcome to Savannah! Vacation Rentals in Savannah is committed to providing you with the very best experience. In addition, we work closely with our neighbors to ensure the quality of life that residents and visitors both expect. Enclosed is information regarding neighborhood policies and local laws and regulations. Please keep in mind that violations of any of these rules can lead to fines or even eviction without refund. We know that you'll do your part to be a great neighbor in Savannah!

Please be mindful of the City of Savannah Noise Ordinance. As you are staying in a residential area, we would like to remind you to observe neighborhood quiet times between the hours of 9pm – 8am. Please remember that sound carries very well throughout Savannah, most especially in courtyards, porches, patios, and verandas.

Guests must not exceed the listed occupancy of each property.

Guests must not exceed the maximum parking allotted to each property. Guests must park only in designated parking places. Please be mindful of street sweeping zones and parking meters throughout the city.

Savannah does have leash laws and leashes are required for any pet taken off property. Pet waste must be cleaned up immediately.

While "to-go" cups are legal in parts of the city, public intoxication is unlawful and may result in heavy fines and/or incarceration.

Savannah has very strict litter laws. Please be sure that all litter, trash, and cigarette butts are placed in waste receptacles. Help keep Savannah beautiful!

Household trash and recycling must be placed in City of Savannah collection carts specific to the property. Trash bags and recycling may not be left outside of the collection carts, left on porches, or left in lanes.

Laundry and towels must not be hung to dry on any exterior portion of the property, including, porch rails, fences, gates, or banisters.

Helpful Hints for your Stay in Savannah: 9-1-1 is the phone number for emergency services in the city.

Savannah is a walking city and our architecture and squares are best enjoyed on foot. Please remember to only cross streets in designated crosswalks. And, as in most cities, jaywalking is punishable by a fine. Obey all pedestrian signals and signage.

Bicycles are a great mode of transportation in Savannah; however, bicycles are prohibited in squares, parks, and sidewalks throughout Savannah.

If you happen to be locked out of your property, please contact your rental agent. Neighbors and surrounding businesses do not have spare keys to the property.

48-hour parking passes are available for \$24 from Savannah's Mobility & Parking Services at 100 East Bryan Street, the Savannah Visitor's Center at 301 MLK Blvd, or by calling (912) 651-6470. The pass provides parking at any meter, with a time limit of one hour or more. It also includes complimentary parking at any of the City owned Parking Garages.

Short-term Vacation Rental Occupant

Date